

February 2005

The latest news from Seattle's Department of Planning and Development (formerly the Department of Design, Construction and Land Use)

Vol. 3 No. 2



Announcing Online Self-Issued Electrical Permits

With the launch of Seattle's first fully automated online permit service this month, permit applicants can now apply for and receive selected types of electrical permits without making a trip downtown.

DPD's new Self-Issued Electrical Permit system works for electrical permit applications that do not require plan review. These represent DPD's largest volume of permits—potentially 12,000 each year. The new service allows applicants to apply and pay for permits online using a credit card or an escrow (advance deposit) account. Permits are self-issued and can be viewed and printed from a web browser in Adobe PDF format.

The new service became available to the public on Feb. 4, 2005, and is the result of many years of collaboration between DPD staff and members of the contracting community.

"We worked directly with a group of electrical contractors during different stages of the development process to refine usability," said Sam Kurle, DPD's Technology Manager. "Their input has been invaluable, both from initial

see online electrical permit on page 8

CUSTOMER ALERT

Mailing Address Change

On May I, 2005, the U.S. Postal Service will quit forwarding mail sent to our old mailing address. Please take this moment to update your records with our current address, which must include both our street address and P.O. Box.

DPD 700 Fifth Ave, Suite 2000 P.O. Box 34019 Seattle, WA 98124-4019

Public Review Drafts of ECA Code Update Available Soon

The City of Seattle has embarked upon the first major update to environmentally critical areas (ECA) regulations since they were first adopted in 1992. These regulations address how development on and adjacent to Seattle's ECAs is regulated.

ECAs include the City's wetlands, areas important for fish and wildlife, riparian corridors (such as creeks), geologic hazard areas (such as landslide-prone, steep-slope and liquefaction-prone areas), flood-prone areas, and abandoned landfills.

Local governments are required by the Washington State Growth Management Act (GMA) to designate and protect ECAs by adopting policies and development regulations.

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Monthly Highlights

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Harrisa Barah Harri DDD

Visit us online anytime. Www.seattle.gov/dbd



Most Development Fees Increasing in 2005

In 2005 development fees for most DPD services will increase. These changes are a result of the adoption of the City's budget for 2005-06 and the annual increase assigned to the estimated values of construction projects. All fee increases have been made to cover the cost of services.

Most fee changes went into effect Jan. 1, 2005. However, fee changes for some master use permits (MUPs) and some side sewer permits have later start dates.

For details on the 2005 fee changes, please read the yellow flyer inserted in this issue of dpdINFO.

New Focus to Improve Land Use Permit Review

DPD's Land Use Review team is refocusing efforts to meet two goals that will better serve customers—improving the efficiency and quality of zoning and land use reviews, and improving performance toward the following review targets:

- 120 days for discretionary decisions
- 48 hours for initial zoning review on smaller construction projects
- Six-week initial zoning review on larger construction projects Following success in the last few years with training all land use planners on all aspects of current planning work, these planners have now been reassigned to tasks that are focused either on land use discretionary decision-making or zoning plans review and coaching. They will still be expected to know the whole body of work, but will now specialize in one discipline or the other, once they gain foundational skills.

The supervisory structure is as follows:

- Janet Oslund, Stephanie Haines and Onum Esonu supervise planners focused on zoning review and report to Roberta Baker in the Applicant Services Center
- Cheryl Waldman, Jerry Suder and Bob McElhose supervise planners focused on discretionary review and report to Sandy Howard in the Review and Inspection Center
- Cliff Portman will continue to oversee technical decision-making for both zoning and discretionary decisions.

If you have questions regarding the status of a permit or a technical decision on a permit application, please refer to our updated document, "Resolving Development or Land Use Permit Disagreements," available online in our "Permit Resources" section at www.seattle.gov/dpd/permits or by calling the DPD Applicant Services Center at (206) 684-8850.

WORKSHOPS

DPD Offers Two Erosion Control Workshops in 2005

DPD's Site Development Team will present two more Temporary Erosion and Sediment Control (TESC) workshops for contractors this year, as part of a continuing effort to help achieve Seattle's goal of fewer erosion control violations and improved water quality.

The next workshop is scheduled for 8 a.m.-noon, Monday, Feb. 28, 2005 in Room 4080, Seattle Municipal Tower, 700 Fifth Ave. An additional workshop will be held Tuesday, Sept. 13, 2005 (location to be announced).

Consistent with the Mayor's "Restore Our Waters Strategy," the workshops are educational opportunities to discuss environmental concerns, gain a better understanding of the permit and inspection process, consider more efficient methods for addressing the control issue, and learn more about our updated TESC standard plans.

For more information on the workshops, please contact:

Rick Johnson, DPD Sr. Civil Engineer (206) 233-7861, rick.johnson@seattle.gov

Update Underway

Where to Get Your Code

Printed copies of the WA State Energy Code may be ordered from the WA Association of Building Officials, (888) 664-9515, or purchased from the DPD Public Resource Center, 20th floor, Seattle Municipal Tower, 700 5th Ave., (206) 684-8467.

Questions?

Call DPD's Electrical Code technical support at (206) 684-5383.

HOURS:

M/W/F, 7:30 a.m.-5:30 p.m. Tu/Th, 10:30 a.m.-5:30 p.m.

Visit DPD's Energy Code website at

www. seattle. gov/ dpd/ energy

Update Process for 2004 Seattle Energy Code

The Seattle Energy Code is being updated as a result of changes to the 2004 Washington State Energy Code adopted on Nov. 12, 2004, by the Washington State Building Code Council. Highlights of DPD's recent work on this update are detailed below.

On Jan. 6, 2005, DPD held a public meeting to discuss the Dec. 22, 2004 draft of amendments for the 2004 Seattle Energy Code. As a result of this meeting, a second draft was developed with several minor changes. That draft was distributed on Jan. 6 2005, with a deadline for written comments on Jan. 25, 2005. Two comments were received on the second draft recommending minor revisions.

A revised draft will be forwarded to the DPD Construction Codes Advisory Board (CCAB) in early February. CCAB is scheduled to review this draft and make recommendations at its meeting on Feb. 17, 2005.

Following this review, DPD will forward an ordinance to the Mayor and City Council in March/April 2005. The goal is for the updated 2004 Seattle Energy Code to take effect on July I, 2005, concurrent with the updated 2004 Washington State Energy Code.

Given the extensive review in early 2004 for the Seattle amendments to the 2003 state code, the intent is to have a more limited focus for this cycle—incorporation of the state changes and, as necessary, clarification of existing Seattle amendments.

The draft Seattle amendments address the following issues:

- Incorporation of State changes: For seven nonresidential sections, the 2004 Washington State Energy Code incorporated some but not all of the existing Seattle amendments to a particular section. In these cases, Seattle amendments are modified to reflect partial adoption into the Washington State Energy Code.
- Clarification: One clarification is included regarding daylight zone controls.

For a copy of the Washington State Energy Code, visit the Washington State Building Code Council website at www.sbcc.wa.gov. For more information on the Seattle Energy Code update, contact:

John Hogan, DPD Senior Energy Analyst (206) 386-9145, john.hogan@seattle.gov

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Get Involved in Urban Sustainability

SPECIAL INVITATION!

2005 Urban Sustainability Forum

You are invited to help us plan for a brighter future as we work to transform Seattle into a sustainable 21st century city. At the 2005 Urban Sustainability Forum, you will hear nationally recognized leaders in sustainable community development at a series of events designed to stimulate a public dialogue and inspire business leaders and citizens to create a shared vision of urban sustainability.

The first event features author Ed McMahon, who holds the Charles Fraser Chair on Sustainable Development at the Urban Land Institute. McMahon is nationally known as an inspiring and thought-provoking speaker and leading authority on sustainable development, land conservation, urban design, and historic preservation. Join us for:

"The Business Case for Sustainable Development" Monday, Feb. 28, 2005, 5:30-7:00 pm Seattle Central Library Auditorium

The Urban Sustainability Forum was developed by the City of Seattle, in partnership with the Urban Land Institute. Additional speakers and dates are detailed on the flyer inserted in this issue, as well as on DPD's Sustainable Building website at www.seattle.gov/dpd/sustainability. For more information, contact:

Lynne Barker, DPD Sustainable Development Planner (206) 684-0806, lynne.barker@seattle.gov

Greening the 21st Century: Seattle Built Green Conference & Expo

Join regional building industry professionals for a full day of seminars and workshops, plus a trade show of green products, materials and services, aimed at builders, designers, remodelers and environmental engineers.

March 17, 2005, Seattle Center Conference Center

Keynote speaker Steve Loken, a Montana builder, is a nationally recognized expert in energy and home building technology. The trade show is open to the general public from 5:30-7 p.m. For more information, contact Robin Rogers, Master Builders Assn. of King and Snohomish Counties, (425) 451-7920, rrogers@mbaks.com, or visit www.builtgreen.net.

Environmental Home Center Reopens

Staff at the Environmental Home Center (EHC), the nation's first sustainable building supplier, have been working diligently to return to normal operations since a fire destroyed their offices, showroom and main warehouse on Aug. 11, 2005. They are now open for business in a new interim location at 121 First Ave. S. in Seattle.

CALL FOR ENTRIES!

4th Annual BEST Awards to Honor Green Businesses

Each year the Resource Venture, along with its program partners, honors local businesses with significant "green" accomplishments. The BEST (Businesses for an Environmentally Sustainable Tomorrow) Awards are your opportunity to be recognized as an environmental leader, often while improving your bottom line.

The BEST Awards were designed to recognize significant, unique and creative approaches to one or more of the environmental areas listed below.

- Waste Prevention & Recycling
- Water Conservation
- Energy Conservation
- Stormwater Pollution Prevention
- Sustainable Building
- Innovation in Conservation
- Environmental Leadership Applications are due by Friday, Feb. 18, 2005. For more information, contact:

Resource Venture (206) 389-7304 www.resourceventure.org



SUSTAINABLE BUILDING

natural ventilation

guidelines for designers and contractors on cooling and ventilating buildings without using mechanical equipment

The naturally ventilated Mithun Inc. offices illustrated below are a renovation of the 36,000 square foot historic Pier 56 on Seattle's urban waterfront. Features include monitor windows and operable windows that serve as outlets for cross and stack ventilation, thereby cooling people, as well as removing heat.

- Image couresy of Mithun Inc.

The December 2004 issue of dpdINFO featured a case study on 307 Westlake, a green building with cost efficiencies that will advance scientific research. This month we explore natural ventilation strategies being used successfully in Pacific Northwest buildings, along with a new primer that could help you implement them in your next project.

Old Becomes New in Many Ways

The ancient pharaohs of Egypt, termites in Africa, and vacationers in Mexico have known for thousands of years that it's possible to stay cool indoors amidst scorching outdoor temperatures, without the use of air conditioners or mint juleps. The ancient pyramids, termite mounds and tropical haciendas are all designed with building orientations relative to sun angle and wind patterns, strategic openings to induce air flow, and built-in thermal massing to capture cool night air.

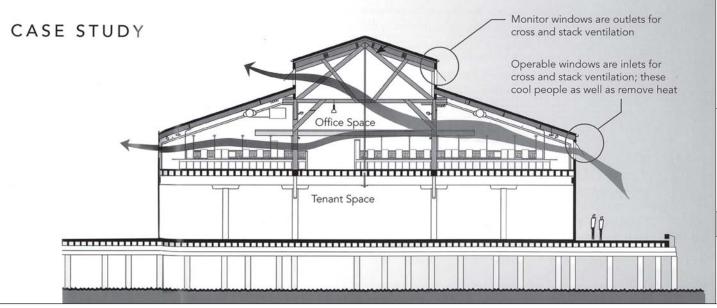
These strategies are once again part of the latest trend in the building industry to cool and ventilate a building without the use of mechanical equipment. Currently coined by the phrase "natural ventilation," this ultimate energy efficient solution may also provide other associated benefits—increased outside fresh air intake, connection to the outdoors, economics, and tenant control.

Locally, the rising interest in natural ventilation is evidenced by the number of requests Seattle City Light (SCL) has received for funding this "new technology." SCL does not yet provide incentives for natural ventilation, but has accepted a limited number of projects on a case-by-case basis to fund the energy analysis. SCL also helped publish the natural ventilation primer detailed below.

Natural Ventilation Primer Helps You Get Started

Despite the absence of direct funding, SCL wanted to assist customers and fuel the burgeoning interest in using natural

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dpdINFO

natural ventilation, cont. from page 5

ventilation. SCL partnered with BetterBricks and the University of Oregon to produce *Natural Ventilation in Northwest Buildings*, a primer for designers and contractors that provides basic information about the how, why, what, when and where of natural ventilation.

Natural Ventilation in Northwest Buildings is specifically targeted

Definition of Natural Ventilation: "The use of a building's form, organization, and openings in conjunction with naturally occurring phenomena such as the wind or warm air buoyancy to supply air to its occupants and to remove heat both from the occupants and the building."

Source: Natural Ventilation in Northwest Buildings

to buildings in the Pacific Northwest region. It provides answers to common questions designers have when considering natural ventilation for a building, augmented with illustrations of real life projects, charts, graphs and sidebars that provide more in-depth theories and discussions.

The primer's five sections include:

I. Venting - Defines natural ventilation and the basic principles that allow it to work. Learn about hybrid systems, the

science behind non-mechanized ventilation and cooling of a building, and the difference between cross and stack ventilation.

- **2. Benefits** Highlights the advantages of natural ventilation, including economics and productivity. Actual costs and savings of representative projects are provided.
- **3. Feasibility** Discusses the best applications for natural ventilation, what features should be taken into consideration, and various methods to optimize cooling ability. This section includes graphs and charts of temperatures in our region and the effect of nighttime cooling.
- **4. Tools** Covers available tools for evaluating and designing a naturally ventilated building and discusses best strategies for our region. This is the most detailed section of the manual with flowcharts and wind rose' that depict the frequency of wind directions and velocities at specific locations. Rules of thumb regarding size and location for openings to create effective stack and cross ventilation are also provided.
- **5. Barriers** Outlines situations that increase the difficulty of implementing natural ventilation and addresses common concerns. Strategies to counter these barriers are offered.

Free Copy of Primer Available

For a limited time, Pacific Northwest residents can order a free copy of *Natural Ventilation in Northwest Buildings* from the BetterBricks website at www.betterbricks.com.

Why the Pacific Northwest?

Natural ventilation is a proven strategy around the globe that could very well have a place in your next project. In fact, the temperate marine climate of the Pacific Northwest makes natural ventilation a very feasible strategy for our buildings. Mechanical cooling in the form of air conditioning only became common practice here in the 1960s and 70s as a result of marketing by the refrigeration manufacturers.

Renently, a number of local private and public buildings have incorporated natural ventilation. A few examples are the new Northeast Library branch, the Mithun, Inc. office in downtown Seattle, Merrill Hall at the University of Washington, and Islandwood on Bainbridge Island. Some buildings that are near completion include Yesler Community Center and the VA Skilled Nursing facility near Port Orchard.

Possible future projects, currently in the design stage, include the SW Library branch expansion and the University of Washington's Architecture Hall and Conibear Shellhouse.

For More Info

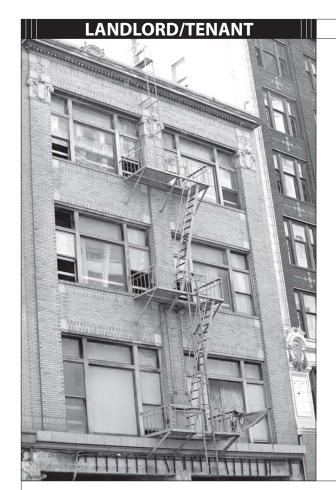
Order Natural Ventilation in Northwest Buildings and learn more about Better-Bricks at www.betterbricksresources.com/book. Brown bag presentations about natural ventilation can be arranged at your firm by calling BetterBricks at (877) 343-3960.

Visit the University of Oregon's Energy Studies in Buildings Laboratory at www.uoregon.edu/~esbl/.

Learn about Seattle City Light's energy conservation programs and natural ventilation at www.seattle.gov/light/conserve or email Lucie Huang at lucie.huang@seattle.gov.

See what DPD is doing to encourage green building at www.seattle.gov/dpd/sustainability or contact:

Lynne Barker, DPD Sustainable Development Planner (206) 684-0806 lynne.barker@seattle.gov



Helpful Resources for Landlords and Tenants in Seattle

The following helpful information for landlords and tenants is available online at www.seattle.gov/dpd/Publications/ Landlord_Tenant/LandlordTenant.asp:

- Rights and responsibilities of landlords and tenants
- Translated versions of landlord-tenant information in nine languages (Cambodian, Korean, Laotian, Mandarin Chinese, Russian, Somali, Spanish, Tagalog, and Vietnamese)
- Interpreter service
- Just cause eviction and tenant telocation
- Conflict resolution training
- How to file a code violation complaint

If you have questions about Seattle laws on the rights and responsibilities of landlords and tenants, contact DPD's Property Owner/Tenant Assistance Unit by calling (206) 684-7979.

Increased Relocation Assistance for Low-Income Tenants

The amount of tenant relocation assistance money available to low-income residential tenants who are displaced as a result of demolition, substantial rehabilitation, change of use, or the removal of use restrictions—has increased from \$2,246 to \$2,336, effective Jan. 1, 2005.

The property owner pays half of the relocation assistance amount, and the City the other half. The amount of assistance changes annually based upon the percentage increase in the housing component of the Consumer Price Index.

A tenant household is considered low-income if its annual income is less than 50 percent of the area median income, indexed to family size. For example, a household of three would qualify for assistance if its annual income was less than \$35,050.

For additional information, please refer to CAM 609, Seattle's Tenant Relocation Assistance Ordinance, or contact:

Jim Metz, Property Owner/Tenant Assistance Supervisor (206) 684-7979 jim.metz@seattle.gov

Course Provides Strategies for Difficult Situations with Tenants

A seven-hour training offered to landlords and building managers by the King County Dispute Resolution Center teaches a three-step process to effectively handle the most common conflicts with tenants. As a participant, you will:

- learn strategies for defusing angry and upset tenants;
- identify ways to handle specific tenant complaints to reduce conflict;
- learn about different styles of resolving conflicts and which ones you tend to use;
- discover when your style is effective and when it is not: and
- build on the conflict resolution skills you already have.

Upcoming course dates include Feb. 16, April 6, and Oct. 26, 2005. The cost is \$125 per person (includes lunch). Group discounts are available.

For more information, visit the website at www.kcdrc.org. send an email to saallen@kcdrc.org. call (206) 443-9603 x106 or 1-888-803-4696 x106, or fax (206) 443-9737.

online electrical permits, cont. from page 1

testing of the first release to refining usability. We now know what it takes to do online permitting."

Due to safety considerations, permits available for self-issuance do not include the more complicated electrical permits that require plan review. Plans for those types of permits must still be reviewed at DPD prior to approval. Also, the electrical work approved using the new online self-issuance system is fully inspected in the field.

"We have spent the last 10 years working toward automating our processes and creating better communication with our customers," said Dick Alford, Seattle's



Chief Electrical Inspector. "We have asked ourselves and our customers how we could make our system work better and more efficiently. We're committed to streamlining our services to the community."

DPD website enhancements since 1995 include the launch of an online tracking system that provides detailed history and status on permit applications, construction inspections, and code compliance activities. During this time DPD also released an online Geographic Information System (GIS) that provides maps, zoning details, and other property-related information. It also includes King County property assessment information and links to DPD permit, inspection and code enforcement case details. Future plans include improving GIS compatibility with alternate browsers and improving the usability of the existing permit tracking application.

To apply for an electrical permit online, visit www.seattle.gov/dpd/permits. You may also look up permit history, application status, and inspection results at this web address. If you have questions about electrical permit applications, please call DPD Over-the-Counter Permits at (206) 684-8464.

Check out our new online Self-Issued Electrical Permit system at

www.
seattle.
gov/dpd/
permits

It's easy. Simply send an email to pam.round@seattle.gov saying you want to receive (or switch to) the online Acrobat PDF version. You'll receive a helpful monthly email reminder that includes a direct link to the month's headlines.

When emailing, be sure to include your "snailmail" name and address so we can remove you from our printed mailing list



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eca code update, cont. from page 1

The GMA requires the City to consider the "best available science" in developing updated codes and policies. It also requires cities to give special consideration to the habitat requirements of anadromous fish, such as salmon.

A public workshop was held in January 2004 to provide an overview of current ECA regulations and solicit ideas and comments. Approximately 60 people attended the workshop. Written comments were also submitted by a number of people who did not attend. The input from this workshop has been used to help develop new regulations.

DPD is currently finalizing it's review of the most up-to-date science available for applicability to Seattle's local circumstances and creating a review draft of the new ECA regulations being proposed. A public meeting on these draft recommendations is scheduled for Feb. 24, 2005, 6:30-8:30 p.m., in the Bertha Landes Room of City Hall (entrance at 601 Fifth Ave.).

The draft regulations will be available for public review prior to the public meeting at the following locations: online at www.seattle.gov/dpd/Planning/ECAupdate; from City of Seattle neighborhood service centers; or from the DPD Public Resource Center, located on the 20th floor of Seattle Municipal Tower.

For further information on the public meeting and availability of the public review drafts, please contact:

Kristin Moore, DPD Public Relations Specialist (206) 615-1486 kristin.moore@seattle.gov

For questions about the draft recommendations, please contact:

> Miles Mayhew, DPD Senior Planner (206) 615-1256 miles.mayhew@seattle.gov

PUBLICATION UPDATES

Client Assistance Memos

CAM 101, Getting a Single Family Building Permit from DPD, has been updated to change references to the "Construction Stormwater Control Checklist" to refer to the new "Temporary Erosion and Sedimentation Control (TESC) Plan." Also, old fee examples were removed and customers are now directed to DPD's "Fees" webpage at www.seattle.gov/dpd/about.

CAM 228, Application Requirements for Rezones and Contract Rezones, has been update to fix a Land Use Code reference on pg. I (bottom of left column) to read SMC 23.34.

CAM 310, Standard Plans, has been revised to merge the standard plan and "previously approved plan" processes into a single process.

CAM 320, Reinforced Masonry: Determination of f'm, Testing, and Inspection Requirements, has been permanently pulled from circulation. It is now obsolete due to the arrival of the International Codes.

CAM 609, Seattle's Tenant Relocation Assistance Ordinance, has been updated to reflect the current amount paid by the City and property owners for tenant relocation assistance.

CAM updates are available online at www.seattle.gov/dpd/ publications. Printed copies are available from the Public Resource Center, 20th floor, Seattle Municipal Tower, 700 Fifth Ave, (206) 684-8467.

Director's Rules

FINAL

- DR 7-2004 (joint ruling with SPU DR 04-04), Requirements for Design and Construction of Side Sewers, became effective Jan. 25, 2005, superseding Joint DPD DR 1-2003/ SPU 02-03. NOTE: This rule was incorrectly included in our January issue as effective Jan. 1, 2005.
- **DR 8-2004,** Clarifying Terms and Provisions regarding Minor Communications Utilities (personal wireless facilities) in all Zones, became effective Dec. 29, 2004. NOTE: This rule was originally published and reviewed as DR 12-2003.

DRAFT

■ DR 9-2005, Side Sewer Fee Schedule (superseding DR 2-2005), is available for review and comment through 5 p.m., Friday, Feb. 11, 2005. For more information, contact Ken Watanabe, ken.watanabe@seattle.gov, (206) 233-7912.

IMPORTANT: Notice of Draft Director's Rules comment periods is provided in dpdINFO as a courtesy to readers. Official legal notice regarding Director's Rules is published in the Daily Journal of Commerce. Land use rules are also published in DPD's Land Use Information Bulletin (formerly known as the General Mail Release or GMR), which is available online at www.seattle.gov/dpd/notices. To receive an email posting alert, or a paper version of the Land Use Information Bulletin in the mail, please contact Betty Galarosa, betty.galarosa@seattle.gov, (206) 684-8322.

HOW TO REACH US AT DPD

Permits

General Applications (Applicant Svcs Ctr) 206-684-8850 Address Assignment 684-8850 Cashier 386-9780 Design Review Program 233-3823 Drainage & Sewer Review (Incl side sewer) 684-5362 Land Use Reviewers (see note below*) n/a*
Master Use Permits
Plans Routing
Plumbing & Gas Piping Permits
Sign Permits
Inspections
Inspection Requests: General
Inspectors: General
Site/Erosion Control
Planning
CityDesign (urban design office)
Comprehensive Planning
Land Use Policy 684-8880
Seattle Design Commission
Administration
Office of the Director
Community Relations 233-3891
Accounting

Code Violation Complaint Hotline

Construction, Housing & Land Use Complaints ... 684-7899

Information

information	
General Department Information	684-8600
Applicant Services Center (ASC)	684-8850
Hours: M,W,F: 7:30am-5:30pm; Tu,Th: 10:30am-5:30	
Code Compliance (enforcement info)	615-0808
Events & Classes	684-8443
GIS Maps & Services	
Licensing & Testing (gas piping, steam eng, refrig)	
Media Relations	
Microfilm Library	233-5180
Hours: M,W,Th,F: 9am-4:30pm; Tu: 10am-4:30pm	
	684-7899
Public Resource Center (PRC)	684-8467
Hours: M,W,Th,F: 8am-5pm; Tu: 10am-5pm	
Publications	
Site Development	
Sustainable Building	
Tech Support: Building Code (1-4:15pm)	
Tech Support: Electrical Code (see ASC hours)	
Tech Support: Energy/Mech Code (1-4:15pm)	
Zoning Info (general, not site-specific*)	
Zoning Info (site-specific Single Family*; 1-4:15pm)	084-8850

^{*} Due to the complexity of Seattle's Land Use Code, all other types of information must be obtained in person at DPD's Applicant Services Center or online at www.seattle.gov/dpd/landuse.

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bqb/vog.slttle.gov/dpd

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Department of Planning and Development

City of Seattle



The latest news from Seattle's Department of Planning and Development

